



— 2022 EMPLOYEE GUIDE —

BENEFITS

Look inside to see
what's new for 2022

— OVERVIEW —

OTHER BENEFITS

PTO and EIB

Full Time and Part Time Employees budgeted 30 hours per week receive PTO (Paid Time Off). PTO is accrued every pay period based on your tenure with Archbold:

Tenure	Accrual Rate
<3 years	22 days/year
3–9 years	24 days/year
10+ years	28 days/year

You can accumulate up to 30 days or 240 hours of PTO. Once you reach the maximum PTO accumulation you have two options:

- Opt to receive up to 5 days paid out in cash
- Roll the excess into your EIB

Your Extended Illness Bank (EIB) can accumulate up to 60 days or 480 hours. You trigger the use of your EIB when you have been out for more than 40 hours due to a personal illness or you are hospitalized overnight.

Retirement

Archbold partners with TNB Financial and Transamerica to offer you a way to save for retirement. All Archbold employees are eligible to participate in the traditional or Roth 403(b) plan and depending on hours worked, you may also qualify for an Employer match of 50% of the first 4% of pay deferred.

The maximum voluntary contribution is \$19,500 and employees over age 50 may make additional “catch-up” contributions of up to \$6,000. Rates are subject to change based on IRS guidelines.

For more information contact Erin Jones at 229.584.1278 or ejones@tnbfinancial.com, or Katherine Bannister at 229.227.5036 or kbannister@archbold.org.

You are able to change your retirement contribution to the plan at any point during the year.

Employee Pharmacy

Employees and their eligible dependents can purchase prescriptions from the hospital pharmacy at a HUGE savings! All prescriptions must be paid for upon receipt. Payroll deduction is available up to 2 pay periods.

Discounts

Archbold has partnered with area gyms to provide you with discounts on monthly fees:

- YMCA of Thomasville, Bainbridge, and Moultrie
- Factor X Fitness Center
1314 E. Jackson Street, Thomasville
229.236.2348
- Planet Fitness
14669 US-19 S, Thomasville
229.236.2094
- Camilla Gym and Tan
66 W. Broad Street, Camilla
229.336.9951
- Pelham Fitness Center
450 Barrow Ave., SW, Pelham
229.294.4558
- Cairo Fitness Center
171 Martin Luther King Jr. Ave, Cairo
229.377.9057
- Fitness Life of Cairo
1022 US 84, Cairo
229.397.5433

Gym memberships are contract based. To change or cancel your membership, please contact your gym’s representative at the numbers above.